

MISSOURI DEPARTMENT OF CORRECTIONS
Job Opportunity Announcement

Date: May 21, 2007

Position Title: Workplace Violence/Emergency Preparedness Coordinator (Unclassified)

Location: Central Office/Division of Human Services/Employee Health and Safety
2729 Plaza Drive, Jefferson City, MO 65109
Cole County

Salary Range: \$ 3277.00 to \$ 4840.00 monthly

Application Deadline: June 4, 2007

Description of Position:

This position coordinates the Department Workplace Violence Program by the development/reviewing/revising Department Policy/Procedures for Workplace Violence programs management and Peer Action Care Teams. This will include assisting with selection of response individuals for each worksite or team (Peer Action and Care Team member)s; work with trainers to develop/revise and coordinate training for PACT members; WPV/Critical Incidents; assist with EAP referrals and critical incident stress debriefing at worksites when appropriate and/or necessary. Coordinates department emergency preparedness by disaster planning, training programs and emergency operation drills for the department worksites to prepare ALL staff to respond to emergencies efficiently, effectively and quickly. Write, review and revise departmental policies and procedures related to emergency preparedness, disaster planning, hazardous material incident responses and other emergency, preparation and response. Liaison with divisions to assist with their policies and procedures as needed.

Anyone interested in being considered for this position should submit a resume and cover letter detailing their experience in these areas and addressing why you feel you are qualified for this position. Please submit the requested information to:

Department of Corrections
ATTN: Donna Meller, AOSA
Division of Human Services
Employee Health and Safety
2729 Plaza Drive, P.O. Box 236
Jefferson City, MO 65102

AA/EOE